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PART I--THE SCHEDULE
SECTION C - DESCRIPTION/SPECIFICATION/WORK STATEMENT

C.1 PREFACE TO DESCRIPTION, SPECIFICATIONS, AND WORK STATEMENT

C.1.1 Background

As mandated by Public Law 89-522 dated July 30, 1966, the National Library Service for the Blind and Physically Handicapped (NLS/BPH) provides reading materials in recorded and braille formats to U.S. residents and U.S. citizens living abroad who are unable to use conventional print materials because of visual and physical limitations. Reading materials (books and magazines) are produced by contractors for NLS/BPH, and are distributed to a readership in excess of 770,000 through a network of approximately 150 regional and sub-regional libraries for blind and physically handicapped individuals. Each year, more than 22 million books and magazines are circulated to this group. These libraries are operated by states, municipalities, or other agencies. All services and products are funded by the U.S. Congress through NLS/BPH and are provided to patrons free, including mail to and from patrons, through the U.S. Postal Service.

Books are circulated to patrons primarily through the mail from their network libraries. In addition, NLS/BPH contracts for the production and distribution of magazines, approximately thirty-three in recorded form and thirty-three in braille, that are distributed to patrons and libraries on weekly, monthly, or quarterly schedules. There are also approximately thirty catalogs, bibliographies, and newsletters that are distributed on an annual, quarterly, or bimonthly schedule.

C.1.2 User Materials

Contractors who produce books, equipment, or other products shall be cognizant of the consumer-responsive nature of the program and that the specifications for these products have been developed to meet the needs of program users. Materials are produced with the readers' needs foremost in mind and improved through constant monitoring and consumer input. Contractors are expected to familiarize themselves with the equipment-handling practices of blind and physically handicapped clientele and ensure that the supplies and equipment produced shall stand up under such use. A high degree of quality workmanship and product reliability is mandated by the product specification.

C.1.3 Policy

NLS/BPH follows the mandate of Public Law 89-522 for the purchase of books, either in raised characters or in sound-reproduction recordings, by giving preference to nonprofit institutions whose activities are primarily concerned with the blind and other physically handicapped persons where bids submitted by such institutions are determined to be fair and reasonable.

To fulfill the intent of this mandate and in order to receive this preference, a contractor must perform a substantial portion of the work which is represented by the cost of producing the described items, or by making a significant contribution to the manufacture or production of the end item. In this solicitation, this is defined as follows:

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- A substantial portion of the work means a minimum of fifty percent (fifty percent or more) of the braille transcription and pressing activities, to be determined by one or more of the following criteria:
 - cost not including cost of materials
 - labor hours, or
 - titles.
- A significant contribution means either the transcription and proofing or the pressing, collating, binding, packaging and shipping activities.

C.2 SCOPE OF WORK

Production and distribution of print/braille books in accordance with this solicitation document and the NLS/BPH specifications #803 and incorporated herein (Section J) and made a part hereof.

C.2.1 Product Conformance Standards

Samples of the following products which precisely meet all requirements in Specification #800 may be required at any time during the period of performance: (See also H.1, K.13, and L.3.5)

C.2.2 Covers

Two types of covers are considered:

- Standard cover, hard, with only text and braille
- Special cover, which is a hard cover that replicates a full color imprint of the cover of the print book.

C.3 OPERATIONAL PROCEDURES

C.3.1 NLS/BPH to Provide to Contractor

Two (2) print copies of each book assigned and a Production Authorization Record (PAR) containing bibliographic information for the book cards will be provided to the contractor. The contractor shall submit all proposed changes to the PAR for approval which will be approved or rejected by NLS/BPH in writing. All NLS/BPH changes in the PAR will also be provided to the contractor in writing.

NLS/BPH will also provide a distribution schedule to be used for all titles assigned listing the number of copies for each library in the NLS/BPH network, as well as the total production requirement. The distribution schedule may be revised at any time, and the contractor shall implement any changes on the next book shipped.

C.3.2 Contractor Responsibility

C.3.2.1 Print Copies

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The contractor shall order all print copies needed of each book assigned as soon as the production authorization and initial print books are received from NLS/BPH. Contractor may invoice NLS/BPH for print books when they are received. Invoices for print books must be accompanied by evidence that contractor has taken delivery of the books and the cost. Contractor shall invoice for production costs when the print/braille books has been approved and shipped.

C.3.2.2 NLS/BPH Control Copy

The contractor shall not ship or distribute any title prior to receiving written approval from NLS/BPH. Prior to shipment, the contractor shall prepare and send to NLS/BPH by overnight delivery (UPS, FedEx, U.S. Postal Service, DHL, etc.), at contractor's expense, one (1) quality control copy of each title, including books cards, for approval. Approval or rejection will be made by NLS/BPH in writing. A copy of the latest PAR with any NLS/BPH approved changes, if applicable, shall accompany the control copy.

C.3.2.1 Mailing Address Cards - The contractor shall provide individual mailing address cards for each copy of each title assigned.

C.3.2.2 Weekly Reports - Reports shall be sent to NLS/BPH by facsimile, e-mail, first-class mail, or other means previously approved by NLS/BPH. Weekly reports are due each Tuesday for the work performed the previous week. The report data shall be organized according to a format previously accepted by NLS/BPH. The information in the reports shall consist of that weeks specific production progress which has occurred for any title(s) assigned and as follows:

- the book number and title (abbreviated is necessary)
- transcription start date
- transcription completed, i.e., date control copy shipped to NLS/BPH
- final delivery date - title mailed to libraries

C.3.3 Braille Transcription

For most work literary braille codes shall be used; however, the contractor shall contact the project monitor or Contracting Officer's Technical Representative (COTR) for instruction for materials for which any doubt exists. (Also see specification #803)

C.4 GOVERNMENT PROPERTY DISPOSITION

C.4.1 Master Braille Plates and Computer Disks

Unless special instructions are provided by NLS/BPH with the assignment of a book, master braille plates and all computer disks are the property of the Library of Congress and may be disposed of at the discretion of the contractor once a book is shipped; however, under requirements of specification #803, contractors are responsible for replacing defective books for a full two (2)-year warranty period.

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C.4.3 Print Books

Print books are the property of the Library of Congress and the remaining intact print books shall be shipped, to NLS/BPH, Attention: Production Control Section, upon shipment of completed print/braille books.

C.5 QUANTITY VARIANCE

The Library reserves the right, at its option, to increase or decrease the number of titles or the quantity for each title awarded by not more than 25 percent, and the successful bidder agrees to accept such increase or decrease at the same unit prices as provided in the contract for the awarded quantities. Delivery of any additional quantities ordered pursuant to this clause shall be made with the same number of days after receipt of notice of increase as provided for delivery of the initial contract quantities. This provision shall be read in extension of, and not in limitation of, option provisions in Section I.